Attachment B

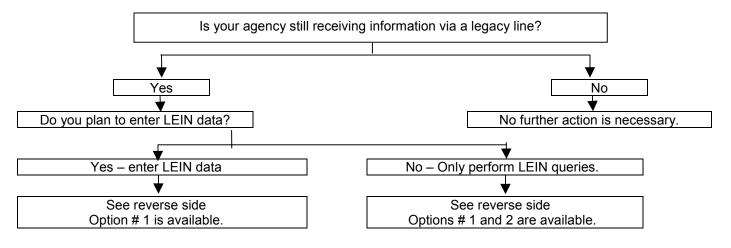# Connectivity Procedures

Agencies still using legacy (poll select or bisync) lines must convert by September 30, 2003, to TCP/IP compliant lines. *If a red flyer was enclosed with this correspondence, MSP records indicate your agency is using a legacy line.* For more information and a list of agencies with their current connectivity, visit the web site at www.michigan.gov/msp, Services to Governmental Agencies, or call (517) 336-6500.

Following are the steps each agency in this situation should take:

Is your agency still receiving information via a legacy line?

Yes	No

Do you plan to enter LEIN data?	No further action is necessary.

Yes – enter LEIN data	No – Only perform LEIN queries.

See reverse side Option # 1 is available.	See reverse side Options # 1 and 2 are available.

Option 1 (LGNet) steps:	Option 2 (ISP) steps:

Option 1 (LGNet) steps:

1. Submit application, network security diagram and the name of your technical contact to the MSP CJIC Agency Access Coordinator, 7150 Harris Drive, Lansing, MI 48913. (Access the application online by clicking on the link below: http://www.michigan.gov/documents/MiNetLCPConversionApplication_62771_7.pdf.)

2. MSP will forward your request to DIT. Someone from DIT will call within two weeks.

3. DIT will identify nearby POP lines and, in conjunction with you, recommend a solution.

4. Visit the web site to estimate potential costs.

5. If it is determined the best solution for your LGNet connection is to share an existing POP line, DIT will assist you in making arrangements. You will need to discuss with the host agency:
   - Cost sharing
   - Local security policies

6. Upon approval of MSP, DIT will place the installation order and coordinate installation.

7. Work with MSP to convert LEIN application to TCP/IP compatibility.

Option 2 (ISP) steps:

1. Research the ISP options available to you. Visit the web site for more information on each option.

2. Contact the ISP of your choice to discuss connectivity and service provided (specifications, security, reliability, etc.)

3. Submit application, network security diagram and the name of your technical contact to the MSP CJIC Agency Access Coordinator, 7150 Harris Drive, Lansing, MI 48913. (Access the application online by clicking on the link below: http://www.michigan.gov/documents/MiNetLCPConversionApplication_62771_7.pdf).

4. Procure a second authentication factor. (Internet access requires another way of authenticating the user in addition to passwords.) Visit the web site for state approved options.

5. Obtain instrument that will provide second factor authentication

6. Upon approval, obtain connectivity.

06/05/03